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**MEMORANDUM**

**PERSONNEL MEMO 00 - 22**

**TO:** Cabinet Secretaries  
Agency Heads  
Personnel Executives

**FROM:**

  
Carol M. Palmore, Secretary

**SUBJECT:** Advertisements – Internal Mobility Candidates

The Personnel Cabinet currently receives requests to fill both competitive and Internal Mobility registers. As required by 101 KAR 2:066, the agencies receive the names of both the Internal Mobility and competitive applicants on all registers issued except for re-employment registers, where no competitive names appear.

It is often confusing to competitive applicants when they call an agency and are told that the agency is going to hire an Internal Mobility candidate when there is no indication of such on the advertisement of the position on the Personnel Cabinet's web site.

KRS 18A.0751(4)(f) indicates that, "Except as provided by this chapter, vacancies shall be filled by promotion whenever practical and in the best interest of the service." In most situations, when an agency requests a promotional (Internal Mobility) register, an Internal Mobility applicant is hired for the position. Thus, it would be appropriate to notify competitive candidates, and indeed all candidates, that the agency prefers to select an Internal Mobility candidate based on KRS 18A.0751(4)(f).

Therefore, effective January 1, 2001, the following statement will appear on each Internal Mobility advertisement (posting) in the area signified as "Special Requirements:"

**"Agency indicates an Internal Mobility (promotional) candidate is preferred. – KRS 18A.0751(4)(f)"**

There will be no need for agencies to enter this statement when submitting a P-7, and it will not appear on the P-7 document, but only on the advertisement.

If questions arise, please contact David Cooke, Deputy Commissioner for Personnel Administration, at 502/564-6920 ext. 2633/[David.Cooke@mail.state.ky.us](mailto:David.Cooke@mail.state.ky.us).

cc: David R. Cooke, Deputy Commissioner  
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